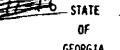
Him



T. Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE DEPARTMENT OF ARCHIVES & HISTORY

313-76	- 🚣
373-10	PAG
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OCURDIA		
1.Application Date 10/25/1973	INSTRUCTIONS See separate instructions for completion of front and severes of this form. Sign original and two copies	
2. Agency Application Ro.	and forward to Department of Archives and History, Attention: Records Management Officer.	The state of the s
3 ACERTY, Division, Subdivision & Ac	dainistering Office Address	Person to Contact
Department of Nati	ural Resources	
Environmental Pro	tection Div., Water Supply Sect	
	ng, 47 Trinity Avenue SW	5 Working Title 6 . Tei. No.
Atlanta, Georgia		Dir., Water Supply 656-4807
7. ACTION REQUESTED:	TO AMEND APPLICATIONS# 59	e de la company de la comp La company de la company d
ESTABLISH DIS	POSITION STANDARD; DISP	OSE OF PRESENT ACCUMULATION;
1 1 2 1		URTHER ACCUMULATION ANTICIPATED.
Dates of Series	9. Exact Series Title	
1935-present	WATER SUPPLY SYSTEMS SPECIFIC	CATION FILE
10. What is the function	of the office in which this record s	series is created?

The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating: the construction of water supply systems throughout the state.

Included are: construction plans, specifications, and related technical data in bound 8 1/2 x 11 volumes.

File is arranged chronologically by year project is approved and thereunder alpha-numerically by project number.

ATTACH SAMPLES OF THE FILE

ATTACH DAMPLOO OF THE FILE								
12.	EQUIPMENT OCCUPTED	No. of Drawers	Cu. Pt. of Records			Dravers	Cu. Ft. o	f Records
	Letter-size File Drawers	19	272 30	ANNUAL RATE OF ACCUMULATION	4		6	
	Legal-size File Drawers			Figor Space Occupied (Square Feet)	In off 35	ice(a)	In Storeg	e Arem(m)
			·		This Year's	Last Year's	Preceding Year	Asi Prior
·				AVERAGE DAILY REFERENCES.	1	1	1	1

Form: AR-50-71

	PAG	E, _ 2
QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	x J	[]
14. Is there a duplication of this series in another office or agency?	[]	[_X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[]	[_X]
16. Does the series contain classified information requiring security handling?	[]	[x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[]	[x]
18. Could the function be performed if the files were lost or destroyed?	[x]	[]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[]	[x]
20. Does the record series provide data as input to an EDP file?	[-]	[x]
21. Does the record series contain documentation produced as EDP printout?	[]	[x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[]	[x]
(see #25) 23. Will there be a need for these records 10, 15 years from now: If yes, what?	[X]	[]
P4. REQUIREMENTS. The following requires the files to be kept(see #25) years:		
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.X]ADMINISTRATIVE f.[]HISTE LAW LIMITATION PERIOD LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention of palament)		[
		•
of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER see below	the e	
Distribution and Supply Specification File (sub-series 1) hold in cur		
files area 2 years, transfer to Dosords Conton, hold 3 years, then do	4 + was	,

transfer to Records Center, hold 3 years; then destroy.

Water Treatment Specification File (sub-series 2) -- hold in current files area 2 years; retire to Archives.

Water Treatment filter plants are complex and permanent installations representing large expenditures of public funds. These specifications document the construction plans of filter system plants now in operation and are the only copies available for agency personnel. They are essential to remedy emergency problems or other disruptions in a filter system which might effect the well-being of an entire community

Records Management Officer (Signature) Date 10/25/23	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designee in paragraph 25 [] Approved [] Disapproved	Manilson	10/30/73
are: State Auditor/Designee [V] Approved [] Disapproved	William m Dijan	11-8-73
STATE RECORDS Secretary of State/Designee COMMITTEE Approved [] Disapproved	Carroll Hest	11-2-73
Attorney General/Designee [Approved [] Disapproved	A don't hell	11-2-73